

# INFORMATION ONLY

**ROCKY FLATS ENVIRONMENTAL  
TECHNOLOGY SITE**

**Manual No.:**

**2-11000-ER-ADM**

**(a.k.a. 3-21000-ADM)**

**ERPD ADMINISTRATIVE  
PROCEDURES MANUAL  
CATEGORY 1**

**Procedure No.:**

**Table of Contents, Rev 29**

**Page:**

**1 of 2**

**Effective Date:**

**12/22/94**

**Organization:**

**Environmental Restoration**

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DOCUMENT CLASSIFICATION  
REVIEW WAIVER PER  
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ADMINISTRATIVE

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**ROCKY FLATS ENVIRONMENTAL  
TECHNOLOGY SITE****ERP ADMINISTRATIVE  
PROCEDURES MANUAL  
CATEGORY 1****Manual No.:****2-11000-ER-ADM  
(a.k.a. 3-21000-ADM)****Procedure No.:****Table of Contents, Rev 29****Page:****2 of 2****Effective Date:****12/22/94****Organization:****Environmental Restoration**

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08.01	Control and Identification of Items, Samples, and Data	0	04/08/92
08.02	2-G32-ER-ADM-08.02 - Evaluation of ERM Data for Usability in Final Reports	0	10/21/94
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15.01	Control of Nonconforming Items and Activities	1	10/12/92
16.01	Corrective Action	0	04/08/92
17.01	2-G18-ER-ADM-17.01 - Records Capture and Transmittal	0*	10/31/94
*This revision supersedes procedure 3-21000-ADM-17.01 Revision 0.			
17.02	Administrative Records Screening and Processing	0	12/07/92
17.09	2-N96-ER-ADM-17.09 - Records Identification, Preliminary Preparation, and Creation	0	10/31/94
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18.05	2-G23-ER-ADM-18.05 - Environmental Restoration Management Self Evaluation	0	07/15/94
AQD.08	Preparation of EPA Form R	1	10/10/91

# Rocky Flats Environmental Technology Site

2-G01-ER-ADM-06.01

REVISION 1

## ERPD DOCUMENT CONTROL PROCESS

APPROVED BY: [Signature] 1 S.G. Stger 112-7-94  
Director, Print Name Date  
Environmental Restoration Program Division

[Signature] 1 R S LUKER 112-6-94  
Quality Assurance Program Manager, Print Name Date  
Data Management and Reporting Services

DOE RFFO/ER Concurrence on file: ☐ Yes ☐ No ☒ NA

Environmental Protection Agency Approval Received: ☐ Yes ☐ No ☒ NA

Responsible Organization: Environmental Restoration Program Division Effective Date: 12-22-94 *lme dqb*

CONCURRENCE BY THE FOLLOWING DISCIPLINES IS DOCUMENTED IN THE PROCEDURE HISTORY FILE:

ERPD Remediation Project Management  
ERPD Environmental Engineering & Technology  
ERPD Geosciences  
ERPD Solar Pond Projects  
ERPD Environmental Operations Management

Environmental Documentation  
Information Management  
ERPD Program Integration and Reporting  
ERPD Environmental Quality Support  
ERPD Sample Management

### USE CATEGORY 4

ORC review not required

The following have been incorporated in this revision:

93-DMR-000722

This revision supersedes 3-21000-ADM-06.01, Revision 0.

Periodic review frequency: 1 year from the effective date

**LIST OF EFFECTIVE PAGES**

<u>Pages</u>	<u>Effective Date</u>	<u>Change Number</u>
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**1. PURPOSE**

This procedure establishes the responsibilities and instructions for managing the distribution, accountability, revision control, and disposition of the Environmental Restoration Program Division (ERPD) controlled documents and processing by the ERPD Document Control Center (DCC). This procedure implements 1-77000-DC-002, Endorsement Document Control Program.

**2. SCOPE**

This procedure applies to all ERPD Rocky Flats Environmental Technology Site (Site) employees and ERPD subcontractors, including contracted services organizations performing work for ERPD.

This procedure applies to all documents generated to define and control activities affecting quality in accordance with:

- Rocky Flats Plant Quality Assurance Manual, Quality Requirement (QR-6), Revision 2, Document Control
- Environmental Restoration Management Quality Assurance Program Description, RFP/ER-MP-QAPD, Section 4.0, Document Control
- Environmental Restoration Management Site-Wide Quality Assurance Project Plan, QAPjP, Rev 0, Section 6.0, Document Control

This procedure addresses the following topics:

- Identification, preparation, review, and approval of controlled documents
- Receipt and verification of controlled documents
- Distribution of controlled documents
- Copyholder receipt of controlled documents
- Receipt acknowledgement follow-up
- Changes in controlled distribution
- Working copies
- Information only copies
- Disposition of controlled documents
- Self Assessment

This revision is a total rewrite and revision bars are omitted. This revision supersedes 3-21000-ADM-06.01.

**3. DEFINITIONS**

**Camera Ready.** An approved hard copy of a document ready to reproduce and distribute.

3. DEFINITIONS (continued)

**Closed Distribution.** A limited controlled distribution that is determined by the originator of the controlled document. New copy holders may be added to the closed distribution list after acquiring the signature of the responsible manager or the originator of the document and controlled distribution list.

**Controlled Copy.** A copy of an active, current, approved, controlled document used by an individual to perform work.

**Controlled Copy Number.** The unique number that is assigned to individual copy holders.

**Controlled Document.** For the purposes of this procedure a controlled document is an active, current, approved document generated to support ERPD activities and is used to describe how work is to be accomplished, to produce quality affecting data, and to support and affect an IAG decision or deliverable. This includes, but is not limited to policies, program plans, procedures, instructions, or design documents including calculations, drawings and specifications. A controlled document is also used when national security, health, safety, and the environment is impacted and when identified by ERPD organizations as requiring control. Refer to Appendix 1, ERPD Controlled Document Type List.

**Controlled Document Distribution List.** A list prepared by the Originator or Manager and maintained by the ERPD DCC, that identifies the individuals designated to receive a specific controlled document and the updates.

**Controlled Manual Number.** A unique identification number assigned by the ERPD DCC to each controlled manual.

**Document Identification Number.** A unique number assigned to a specific document by the ERPD DCC.

**ERPD Document Control Center (DCC).** The organization in ERPD responsible for the maintenance and distribution of ERPD controlled documents.

**ERPD Document Control Index.** A log (computerized or hard copy) maintained by the ERPD DCC that identifies all ERPD DCC controlled documents.

**Information Only Copy.** A copy of a controlled document that is circulated or transmitted for information purposes only. Such documents are stamped Information Only, and are excluded from capture in the ERPD DCC Database System. Work cannot be performed to an Information Only Copy.

3. **DEFINITIONS (continued)**

**Limited Scope Document.** A document that is applicable to a specifically limited area, activity, or task.

**Obsolete Document.** A document that is no longer required for program use, will not be superseded, and is removed from controlled distribution.

**Superseded Document.** A previously released controlled document that has been replaced in entirety by another controlled document or revision.

**Temporary Change.** A change to a document that normally does not exceed 120 days.

**Working Copy.** A current, active, and approved controlled document with an assigned expiration date that is used to perform work and document work activities.

**Working Copy Log (WCL).** A log (computerized or hard copy) maintained at the ERPD DCC for tracking the issuance of Working Copies of controlled documents.

4. **RESPONSIBILITIES**

4.1 **Controlled Copyholder (functional title)**

Acknowledges receipt of a controlled document and the accompanying instructions by signing and returning Form 06.01-A2, Document Transmittal Acknowledgement Notice, (DTAN), shown in Appendix 2, that accompanies the controlled document copy.

Maintains assigned controlled documents in accordance with this procedure.

Returns controlled copies to ERPD DCC if the document is no longer required, including employee transfer to another organization, and termination.

4.2 **Document Control Center Staff (functional title)**

Assigns and tracks ERPD controlled document numbers.

Maintains and distributes ERPD controlled documents.

Provides the History File and current documents to the ERPD Project File Center (PFC) upon completion of a document.

Ensures the maintenance and protection of current revision History Files before transmittal to the ERPD PFC.



**4.3     Program and Project Managers (functional title)**

Identifies documents within respective organizations that are to be controlled.

Ensures that documents meet records acceptance criteria stated in 2-G18-ER-ADM-17.01, Records Capture and Transmittal.

Ensures organizational compliance with this procedure.

Ensures the return of controlled copies to the ERPD DCC when a document is no longer required and when an employee transfers to another organization or terminates.

Obtains DOE approval for issuance of working copies when required.

Notifies ERPD DCC when a controlled document becomes obsolete.

Initiates periodic review of controlled documents that are the manager's responsibility.

Approves document distribution list.

**4.4     Originator (functional title)**

Prepares Form 06.01-A3, Controlled Document Release, shown in Appendix 3, and submits the form to QA.

Develops, maintains, and submits a History File to ERPD Plans and Procedures group for all controlled documents.

Obtains unique identification numbers and revision indicator for controlled documents from ERPD DCC.

**4.5     Quality Assurance Program Manager (QAPM)**

Approves Form 06.01-A3 after verifying the adequacy of the document History File, as appropriate.

Submits the approved Form 06.01-A3, the document, and the history file to the ERPD DCC for issue.

## 5. INSTRUCTIONS

Initiation, revision, and disposition of ERPD controlled documents is accomplished using a DMR in accordance with 2-E04-ER-ADM-05.07, Preparation and Use of Document Modification Requests.

**NOTE** *Document numbers for all ERPD controlled documents are assigned and maintained by the ERPD DCC. ERPD DCC interfaces with Plant Procedures, as required.*

### 5.1 Identification, Preparation, Review, and Approval of Controlled Documents

#### Originator

- [1] Determine if the document is to be released as a controlled document in accordance with Appendix 1.
- [2] IF the document is NOT to be released as a controlled document, THEN exit this procedure.
- [3] Prepare a DMR in accordance with 2-E04-ER-ADM-05.07
- [4] Obtain the following from the ERPD DCC:
  - A DMR number
  - A document identification number for a new document
  - A revision indicator for a revised document
- [5] Ensure that the document is reviewed for adequacy and approved for release in accordance with 2-E02-ER-ADM-05.05, ERM Document Review Process.
- [6] Ensure that the document meets the records acceptance requirements in accordance with 2-G18-ER-ADM-17.01.
- [7] Prepare or update the controlled document distribution list by completing Form 06.01-A3 in accordance with 2-E02-ER-ADM-05.05.
- [8] Complete the document History File in accordance with 2-E02-ER-ADM-05.05.

The History File includes, but is not limited to, the following:

- The completed DMR
- Document drafts
- Signed and resolved comment resolution sheets
- Any other applicable information

- [9] Prepare a table of contents for the document History File.

## 5.1 Identification, Preparation, Review, and Approval of Controlled Documents (continued)

### Originator (continued)

- [10] Submit the following to the ERPD QAPM for review:
- Completed document History File
  - Camera ready document copy
  - Form 06.01-A3, Controlled Document Release

## 5.2 Receipt and Verification of Controlled Documents

### QAPM or Designee

- [1] Verify that :
- The document is legible.
  - The History File is complete.
  - The History File contents correspond with the History File table of contents.
- [2] IF discrepancies are identified,  
THEN resolve the discrepancies with the document originator.
- [3] Sign Form 06.01-A3, Controlled Document Release.
- [4] Forward the following to the ERPD DCC:
- The History File
  - Camera ready document
  - Signed Form 06.01-A3, Controlled Document Release

### ERPD DCC

- [5] Assign a controlled copy holder number and update the ERPD DCC database.
- [6] Update the Site Master Controlled Document Index in accordance with 1-77000-DC-002.

## 5.3 Distribution of Controlled Documents

**NOTE** *Controlled documents are identified with a CONTROLLED COPY stamp and copyholder number.*

### ERPD DCC

- [1] Ensure that the documents that are to become records, record package segments, and record packages are protected from deterioration, loss, larceny, or damage.
- [2] Prepare Form 06.01-A2 with document instructions for the controlled copyholder.

### 5.3 Distribution of Controlled Documents (continued)

#### ERPD DCC (continued)

- [3] IF the document being distributed is Limited Scope,  
THEN limit the distribution to the designated Closed Distribution List.

The Closed Distribution List is established by the Responsible Manager.

- [4] IF the document being distributed is Temporary,  
THEN ensure that a DTAN is issued to withdraw this document upon expiration.

- [5] Distribute the controlled documents with the DTAN.

### 5.4 Copyholder Receipt of Controlled Documents

#### Controlled Copyholder

- [1] Follow all instructions on the DTAN or attached instruction sheet, and include the following:
- [A] Sign and date the DTAN to acknowledge receipt of the document and compliance with instructions for update, as instructed.
- [B] Return the DTAN and superseded documents, if instructed, to the ERPD DCC within the time specified on Form 06.01-A2.

### 5.5 Receipt Acknowledgement Follow-up

**NOTE** *Step [1] is not required for offsite, legally mandated distribution [Reading Room, Environmental Protection Agency (EPA) or Colorado Department of Public Health and Environment (CDPHE)].*

#### DCC

- [1] IF a DTAN is NOT returned within 10 working days,  
THEN issue a Document Inquiry Notice, shown on Appendix 4, or equivalent to the copyholder, to indicate the delinquency status and the consequences of the copyholder who does not acknowledge receipt of the Document Inquiry Notice.
- [2] IF a controlled copyholder does NOT respond to the Document Inquiry Notice within 10 working days,  
THEN notify the copyholder and the copyholder's manager that the copyholder has been removed from controlled distribution of controlled documents.

**5.5 Receipt Acknowledgement Follow-up (continued)**

**Cognizant Manager or Controlled Copyholder**

- [3] IF the copyholder is removed from controlled distribution,  
THEN perform one of the following:

- [A] Return the controlled copies to the ERPD DCC within 5 working days.
- [B] Have the ERPD DCC stamp the controlled copies INFORMATION ONLY.

**ERPD DCC**

- [4] IF a decontrolled document CANNOT be recovered,  
THEN initiate a Deficiency Report in accordance with the ERPD Quality Assurance Program.

**5.6 Changes in Controlled Distribution**

**Responsible Manager**

- [1] Notify the ERPD DCC of any changes in the distribution of a controlled document.

**NOTE** *Individual requests for copies of controlled documents are submitted on Form 06.01-A5, Controlled Document Request.*

- [2] Approve individual requests for copies of controlled documents.

**Controlled Copyholder**

- [3] Notify the ERPD DCC of changes in the physical location of controlled documents.  
Written notice is preferred.

**NOTE** *Controlled documents are not to be transferred from one copyholder to another.*

- [4] IF a controlled document is no longer needed by the current copyholder,  
THEN return the controlled copy to the ERPD DCC.

**5.7 Working Copies**

**NOTE 1** *Work will not be performed to "draft" procedures. Those procedures requiring review by DOE and the regulators will be considered final when a letter of approval has been received from the regulators. If review of the procedure is not required by DOE or the regulators, the procedure will be considered final when approved by the ERPD Director and the QAPM.*

5.7 Working Copies (continued)

**NOTE 2** *If it is imperative that a procedure be implemented prior to regulatory approval, Rocky ERPD management shall formally request and justify the procedure's use on a case by case basis. DOE shall grant or deny approval for interim use of the procedure in writing. If the request is approved, the implemented draft procedure, the requesting letter, and the approval letter will be placed into the procedure history file and maintained by ERPD DCC as a quality record. The draft procedure will be issued as a controlled "working copy" with an expiration date indicated on the cover page. Comments received from the regulators will be resolved and resolved comments will be incorporated into the document and an approval letter obtained from the regulators prior to the document being issued as a final controlled copy. If the request is denied, only the requesting letter and the letter of denial shall be entered into the history file and the procedure will not be implemented.*

**ERPD DCC**

- [1] Stamp the cover (title) page in red with the Working Copy stamp.
- [2] Complete the stamp with the expiration date, and initial and date the entry.
- [3] Update the Working Copy Log.
- [4] Transmit the Working Copy to the requester.
- [5] Obtain receipt acknowledgements.
- [6] Notify the Working Copy holder of any change in document status, such as receipt of a new revision or notification that a DMR has been issued, and arrange for immediate distribution.

**Controlled Copyholder**

- [7] Work only to Working Copies that have not expired.
- [8] IF the need arises for an extension of the Working Copy expiration date, THEN contact the ERPD DCC for approval.

**ERPD DCC**

- [9] Obtain extension approval from the appropriate manager or DOE.

**Controlled Copyholder**

- [10] WHEN the requested extension has been approved, THEN document the extension:

## 5.7 Working Copies (continued)

### Controlled Copyholder (continued)

- [A] Draw a line through the expiration date on the working copy.
- [B] Add the new expiration date.
- [C] Initial and date the extension.

### ERPD DCC

- [11] Verify the requested extension by making applicable changes in the Working Copy Log.

## 5.8 Information Only Copies

**NOTE** *Copies of controlled documents cannot be used to perform work, are stamped INFORMATION ONLY, and are not subject to updates.*

### Prospective Copyholder

- [1] Submit a completed Document Request form to the ERPD DCC.

### ERPD DCC

- [2] Provide the requester with a copy of the document stamped INFORMATION ONLY.

## 5.9 Disposition of Controlled Documents

### Responsible Manager and SME

- [1] Prepare a DMR in accordance with 2-E04-ER-ADM-05.07 to cancel or supersede a document, and notify ERPD DCC in writing of documents that are obsolete..

**NOTE** *Copyholder may retain canceled or obsolete document for information only provided the document is stamped by ERPD DCC.*

### ERPD DCC

- [2] Notify all copyholders of canceled, obsolete, or superseded documents with instructions on Form 06.01-A2 or equivalent.

## 5.10 Self Assessment

### ERPD DCC

- [1] Perform self assessment of accuracy of field documents in accordance with 2-G23-ER-ADM-18.05, Environmental Restoration Management Self Evaluation.

## **6. RECORDS**

Management of all records is consistent with 1-77000-RM-001, Records Management Guidance for Records Sources.

### **ERPD DCC**

- [1] Ensure that the original and one copy of the following quality-related records, as appropriate, are transmitted to the ERPD Project File Center in accordance with 2-G18-ER-ADM-17.01.
- Controlled documents and revisions
  - History Files
  - Completed DMR forms (RF-47940, 5/93)
  - Controlled ERPD Controlled Document List (Appendix 1)
  - Completed Form 06.01-A2, Document Transmittal Acknowledgement Notice (DTAN)
  - Completed Form 06.01-A3, Controlled Document Release
  - Completed Document Inquiry Notice (Appendix 4)
  - Completed Form 06.01-A5, Controlled Document Request

Submission of record copies to the ERPD Project File Center will satisfy Administrative Record requirements in accordance with 3-21000-ADM-17.02, Administrative Records Screening and Processing.

## **7. REFERENCES**

DOE Order 5700.6C, Quality Assurance

QAPjP, Rocky Flats Plant Environmental Management Site-Wide Quality Assurance Project Plan, Section 6.0, Document Control

RFP/ER-MP-QAPD, Environmental Restoration Management Quality Assurance Program Description

RFP QAM, Quality Requirement (QR-6), Revision 2, Document Control

1-77000-DC-002, Endorsement Document Control Program

1-77000-RM-001, Records Management Guidance for Records Sources

2-E02-ER-ADM-05.05, ERPD Document Review Process

2-E04-ER-ADM-05.07, ERPD Preparation and Use of Document Modification Requests

2-G23-ER-ADM-18.05, Environmental Restoration Management Self Evaluation



7.     **REFERENCES (continued)**

2-G18-ER-ADM-17.01, Records Capture and Transmittal

3-21000-ADM-17.02, Administrative Records Screening and Processing

**APPENDIX 1**

Page 1 of 1

**ERPD CONTROLLED DOCUMENT TYPE LIST**

The following is a list of the minimum documents to be controlled by the ERPD DCC. These documents include, but are not limited to:

Contractor Plans  
Decision Documents  
Deep Seismic Data Acquisition Plans  
Drawings  
Feasibility Study  
Field Sampling Plan  
Geologic Characterization Plans  
Geotechnical Procedures  
Guidance Documents  
Hazardous Substance List (at management discretion)  
Health and Safety Plans  
Health Effects Assessment Summary Tables  
Log Books  
Management Plan  
OU Work Plan  
Procedures [Environmental Management administrative requirements procedures, ERPD administrative procedures, ERPD operational procedures, Operational Management single-use instructions, and operational desk instructions (nonquality-related instructions)]  
Procurement Requirements  
Project Management Plans  
Quality Assurance Amendments  
Safety Plan  
Scientific Note Books  
Specifications (only controlled when routinely used as determined by management)  
Technical Memo [as defined in the Interagency Agreement (IAG)]  
Technical Reports  
Test Plans  
Well Abandonment Plans  
Work Plan supporting documents (as appropriate)  
Work Plan

**APPENDIX 2**

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**ERPD DCC DOCUMENT TRANSMITTAL ACKNOWLEDGEMENT NOTICE (DTAN)**

<b>Rocky Flats Environmental Technology Site ENVIRONMENTAL RESTORATION PROGRAM DIVISION</b>		<b>DOCUMENT TRANSMITTAL ACKNOWLEDGEMENT NOTICE (DTAN)</b>	FORM 06.01-A2 (12/94)				
<table style="width: 100%; border: none;"><tr><td style="width: 40%; vertical-align: top;"><b>To:</b> X. X. XXXXXXXXXX Rocky Flats Environmental Technology Site Bldg. XXX Rocky Flats - P.O. Box 464 Golden, CO 80402</td><td style="width: 20%; vertical-align: top; text-align: center;"><b>Copy Number:</b> XXX</td><td style="width: 40%; vertical-align: top; text-align: right;"><b>Date:</b> November 19, 1994</td></tr></table> <p><b>From:</b> X. X. XXXXXXXXXX, Rocky Flats ERPD Document Control</p>				<b>To:</b> X. X. XXXXXXXXXX Rocky Flats Environmental Technology Site Bldg. XXX Rocky Flats - P.O. Box 464 Golden, CO 80402	<b>Copy Number:</b> XXX	<b>Date:</b> November 19, 1994	
<b>To:</b> X. X. XXXXXXXXXX Rocky Flats Environmental Technology Site Bldg. XXX Rocky Flats - P.O. Box 464 Golden, CO 80402	<b>Copy Number:</b> XXX	<b>Date:</b> November 19, 1994					
<p>The following controlled documents are being transmitted to you. Signed receipt acknowledgement must be returned to the sender within 14 days of the transmittal date.</p> <table style="width: 100%; border: none;"><thead><tr><th style="text-align: left; border-bottom: 1px solid black; width: 40%;">Document Number/Revision</th><th style="text-align: left; border-bottom: 1px solid black; width: 60%;">Title</th></tr></thead><tbody><tr><td style="padding-top: 10px;">3-21000-GD.01, Revision 1</td><td style="padding-top: 10px;">Technical Contract Management - EMD Guidance Document</td></tr></tbody></table> <div style="text-align: center; font-size: 48px; transform: rotate(-15deg); opacity: 0.5; margin-top: 20px;">SAMPLE</div>				Document Number/Revision	Title	3-21000-GD.01, Revision 1	Technical Contract Management - EMD Guidance Document
Document Number/Revision	Title						
3-21000-GD.01, Revision 1	Technical Contract Management - EMD Guidance Document						
<p>The material listed has been received and handled as instructed.</p> <table style="width: 100%; border: none;"><tr><td style="width: 50%; vertical-align: top; padding-top: 10px;"><b>Name:</b> _____ Signature of addressee or designee</td><td style="width: 50%; vertical-align: top; padding-top: 10px;"><b>RETURN WITHIN 14 DAYS TO:</b> ERPD Document Control Center, Bldg. 080, Rocky Flats Environmental Technology Site P.O. Box 464, Golden, Co 80402-0464</td></tr><tr><td style="vertical-align: top; padding-top: 10px;"><b>Date:</b> _____</td><td></td></tr></table>				<b>Name:</b> _____ Signature of addressee or designee	<b>RETURN WITHIN 14 DAYS TO:</b> ERPD Document Control Center, Bldg. 080, Rocky Flats Environmental Technology Site P.O. Box 464, Golden, Co 80402-0464	<b>Date:</b> _____	
<b>Name:</b> _____ Signature of addressee or designee	<b>RETURN WITHIN 14 DAYS TO:</b> ERPD Document Control Center, Bldg. 080, Rocky Flats Environmental Technology Site P.O. Box 464, Golden, Co 80402-0464						
<b>Date:</b> _____							

## Page 1 of 1

[illegible]

**APPENDIX 4**

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**ERPD DCC DOCUMENT INQUIRY NOTICE**

**Environmental Restoration Program Division  
Document Control Center**

**DOCUMENT INQUIRY NOTICE**

Date: 10/04/94

To: P. J. Rodgers  
Colorado Geological Survey  
1313 Sherman, Room 715  
Denver, CO 80203

From: Environmental Restoration Program Division  
Document Control Center  
Rocky Flats Environmental Technology Site, Building 080  
Golden, CO 80402-0464

According to our records, we have not received a signed Document Transmittal Notice (DTN) for the following:

Document Number

Title

5-21000-OPS-GT.08, R3

Editorial Correction GT.08

5-21000-OPS-GT.TOC, R54

Table of Contents for EMD Operating Procedures

Serial Number 1877940298, mailed 09/07/94

If you have not received the document(s), please call the ERPD Document Control Center in Building 080 at (303) 966-8732 or (303) 966-8720. If you have received the document(s), please acknowledge receipt either by signing and returning the original DTN or by signing below and returning this letter within 10 days of the date of this letter to the address above.

\_\_\_\_\_  
Copyholder's signature

\_\_\_\_\_  
Date

**APPENDIX 5**

Page 1 of 1

**ERPD DCC CONTROLLED DOCUMENT REQUEST FORM**

Rocky Flats  
Environmental Technology Site  
ENVIRONMENTAL RESTORATION  
PROGRAM DIVISION

**CONTROLLED DOCUMENT  
REQUEST**

FORM 06.01-A5  
(12/94)

REQUEST FOR:

- ☐ **CONTROLLED DOCUMENTS:**  
☐ **CONTROLLED COPY**  
☐ **WORKING COPY**  
☐ **INFORMATION COPY**

- ☐ **DELETION FROM DISTRIBUTION (CANCEL DOCUMENTS)**  
☐ **CHANGE OF NAME/ADDRESS**

DOCUMENT NUMBER

DOCUMENT TITLE

**SAMPLE**

REQUEST DATE \_\_\_\_\_ DEPT. \_\_\_\_\_ ER EP DOE OTHER

COPY # \_\_\_\_\_ EMPLOYEE # \_\_\_\_\_ PHONE/PAGER # \_\_\_\_\_

IMMEDIATE MANAGER \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

REQUESTOR SIGNATURE \_\_\_\_\_

**RETURN TO:**

Rocky Flats Environmental Technology Site  
Building 080, ERPD Document Control,  
P.O.Box 464, Golden, Co 80402-0464  
FAX Number 303-966-8575, Phone 303-966-8732/8720/8735